

APPENDIX J MODEL PERMANENT PROJECT FILE STRUCTURE

This file structure is included to provide an organizational framework for an entire HTRW or MMR permanent Project File. Only 30 percent or less of the documents listed below will ultimately comprise the Administrative Record. The numbering system employed here is consistently used throughout the appendices of this EP and can be further seen in the development of the Administrative Record document-numbering system and the arrangement of the Administrative Record Table of Contents (see paragraph 4-16).*

1.0 Site Management Records.

- 1.01 Correspondence
- 1.02 ASR
- 1.03 Scopes of Work/Contractual Documents
- 1.04 Site Photographs and Maps
- 1.05 Site Descriptions and Chronologies
- 1.06 Reference Documents
- 1.07 Federal, State, Local Technical Records
- 1.08 INPR
- 1.09 PA Report (including any associated documents)
- 1.10 SI Documents
- 1.11 Work Plans/Safety Plans and Progress Reports
- 1.12 NDAI Determinations

2.0 Removal Response.

- 2.01 Correspondence
- 2.02 Sampling and Analysis Data and Plans
- 2.03 Scopes of Work/Contractual Documents
- 2.04 Work Plans/Safety Plans and Progress Reports
- 2.05 Invoices/Contractor Payments/Cost Reports
- 2.06 Interagency Agreements/Memoranda
- 2.07 ARAR Determinations
- 2.08 Interim Deliverables
- 2.09 Chain-of-Custody Forms
- 2.10 Daily Operations Summary/Situation Reports
- 2.11 Work Register and Logs

*For instructions on the more detailed numbering system for documents to be placed on PIRS, refer to <https://mvrpirs.mvr.usace.army.mil>.

2.12 Anomaly Review Board Documents (Management

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Plan/Correspondence/SOPs/Findings)

2.13 Removal Response Reports (Emergency Evacuation Orders)

2.14 EE/CA Approval Memorandum

2.15 EE/CA Report

2.16 Action Memoranda

3.0 Remedial Investigation (RI).

3.01 Correspondence

3.02 Sampling and Analysis Data and Plans

3.03 Scopes of Work/Contractual Documents

3.04 Work Plans/Safety Plans and Progress Reports

3.05 Invoices/Contractor Payments/Cost Reports

3.06 Interagency Agreements/Memoranda

3.07 ARAR Determinations

3.08 Interim Deliverables

3.09 Chain-of-Custody Forms

3.10 RI Reports

3.11 Health and Endangerment Assessments (including human health and ecological risk assessments and lead-based paint and asbestos surveys)

4.0 Feasibility Study (FS).

4.01 Correspondence

4.02 Sampling and Analysis Data and Plans

4.03 Geophysical Investigation Data

4.04 Scopes of Work/Contractual Documents

4.05 Work Plans/Safety Plans and Progress Reports

4.06 Invoices/Contractor Payments/Cost Reports

4.07 Interagency Agreements/Memoranda

4.08 ARAR Determinations

4.09 Interim Deliverables

4.10 FS Reports

4.11 Proposed Plans for RA

5.0 Record of Decision (ROD) or Decision Document (DD).

5.01 Correspondence

5.02 Sampling and Analysis Data and Plans

- 5.03 Geophysical Investigation Data
- 5.04 Scopes of Work/Contractual Documents
- 5.05 Work Plans/Safety Plans and Progress Reports
- 5.06 Invoices/Contractor Payments/Cost Reports
- 5.07 Interagency Agreements/Memoranda
- 5.08 ARAR Determinations
- 5.09 All Public Notices, Comments Received, and Responses to the
Comments
- 5.10 ROD or DD
- 5.11 Amendments to ROD or DD
- 5.12 Explanation of Significant Differences

6.0 Remedial Design (RD).

- 6.01 Correspondence
- 6.02 Sampling and Analysis Data and Plans
- 6.03 Scopes of Work/Contractual Documents
- 6.04 Invoices/Contractor Payments/Cost Reports
- 6.05 Interagency Agreements/Memoranda
- 6.06 ARAR Determinations
- 6.07 RD Documents

7.0 Remedial/Removal Action (RA)/Long-Term Management (LTM).

- 7.01 Correspondence
- 7.02 Sampling and Analysis Data and Plans
- 7.03 Scopes of Work/Contractual Documents
- 7.04 Work Plans/Safety Plans and Progress Reports
- 7.05 Invoices/Contractor Payments/Cost Reports
- 7.06 Interagency Agreements/Memoranda
- 7.07 ARAR Determinations
- 7.08 RA Documents
- 7.09 LTM Documents

8.0 Public Affairs/Community Relations.

- 8.01 Correspondence
- 8.02 Mailing Lists
- 8.03 Scopes of Work/Contractual Documents
- 8.04 Work Plans/Safety Plans and Progress Reports
- 8.05 Invoices/Contractor Payments/Cost Reports
- 8.06 Public Involvement Plan

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- 8.07 Briefing Papers
- 8.08 News Clippings and Press Releases
- 8.09 Work Logs
- 8.10 Public Meeting Minutes/Transcripts (including minutes of RAB/TRC meetings)
- 8.11 Fact Sheets/Newsletters
- 8.12 Written Responses to Public Comments/Questions
- 8.13 Public Notices (Availability of Record, Public Comment)

9.0 Congressional Relations.

- 9.01 Correspondence (to include formal Congressionals)
- 9.02 Briefings
- 9.03 Transcripts
- 9.04 Testimonies
- 9.05 Published Hearings

10.0 Freedom of Information Act (FOIA).

- 10.01 Correspondence
- 10.02 Requests
- 10.03 Responses

11.0 Real Estate.

- 11.01 Correspondence
- 11.02 Rights-of-Entry Documents
- 11.03 Title Search Documents
- 11.04 Land Grants/Deeds
- 11.05 Interagency Agreements/Memoranda
- 11.06 Findings and Determinations

NOTE: Where appropriate, documents may be retained by the Office of Counsel as the attorney's working file. All other documentation relating to legal issues that is not privileged or confidential will be retained in the permanent Project File within the major file subdivision to which it pertains. For example, documents generated by the legal office regarding rights-of-entry issues will be retained under 11.0 for Real Estate and, specifically, 11.02 for Rights-of-Entry Documents. Within the appropriate subdivisions, include all correspondence to and from agency counsel and other agency staff on the FUDS project team, all legal demands or claims and documents relating to processing them, all documents involving any litigation, all documents prepared to assist agency counsel or the Department of Justice in representing the agency on pending or potential legal disputes, and any other documents which are related to legal issues. Privileged or confidential documents will be maintained either in the Office of Counsel or with

the remainder of the permanent Project File in a privileged and confidential section of the file. Each document in this portion of the file, as well as the divider or file marker for this section, will be marked as privileged and confidential. These marked documents will not be released outside the agency or included in the Administrative Record without the approval of the Office of Counsel.